

LUDGERSHALL TOWN COUNCIL



Minutes of the Finance & Policy Committee held on Wednesday 27th May 2015 in the Council Office, 22 High Street, Ludgershall at 7-00pm.		
Present:	Cllr Giles in the Chair	Cllr Pickernell
	Cllr Dixon	Cllr White
	Cllr Dance	

	<u>Agenda Item</u>	<u>Action</u>
1/15	1. Apologies: Cllr Hindson (prior meeting)	
2/15	2. Declaration of Interest - no declarations received.	
3/15	3. Minutes of the previous meeting had been approved and signed at the May 2015 full Town Council Meeting. Matters arising- Insurance policy has been renewed with effect from 1 st June 2015 and Certificate of Employers' Liability Insurance received for retention.	
4/15	4. End of Year Accounts, Annual Statement, Payroll & Investments a) End of Year Accounts received from Accounting Solutions, the budget has overspent by £4660-00p thus reducing the General Reserves to £60,258-00p leaving this amount just above the minimum level of £50,000. The reserve of £100,000 set aside for the Village Hall should be considered for use on other projects if not required for its intended use. The largest overspend was on salaries due to increased hours for admin assistant & Play area repairs due to health and safety. b) The Annual Statement of Accounts can now be completed for adopting at full Town Council, the internal audit has been carried out and a report will follow, but the auditor has signed the annual statement. c) Payroll - as the Clerk & Admin Assistant are completing their own PAYE although using the HMRC RTI and producing an audit trail each month, the accountant can provide a monthly service to carry out this task, it would cost: - One off implementation Fee - £25, 12 x monthly charge for 1-4 employees £20, Year End Charge £20 = Annual cost of £285-00p. Another service offered is accounts support contract to maintain the accounts system but leaving the Clerk/RFO in control able to report the current financial situation to the council. This would cost monthly half day fee £220, Mileage of 50 miles @45p = £22-50 (To share with Tidworth Town Council	

	<p>whenever possible) less 5% discount on all services for contract clients £11 = total monthly cost £220-25p annual cost £2643. Council's with a monthly contract do not require an additional visit for the year end closedown. To save on any overtime and maybe reduce some hours the committee recommends the clerk obtains more details regarding both services before they are adopted.</p> <p>d) Investment – the 6 month fixed term deposit with Lloyds Bank matures on 8th July 2015 it will receive £264-56p interest paid at 0.7% added to the capital of £76,215.87p. Cllr Giles proposed this sum should be re-invested for another 6 months unfortunately the rate is only known on the day of re-investing, seconded by Cllr Dixon, carried.</p>	Clerk																																																																																										
5/15	<p>5. Bills for Payment (Received to date)</p> <p>The 12th May 2015 list of Bills for Payment total amount amended to £10,760-63p due to insurance renewal of £2839-51p. The clerk requested a Direct Debit form is signed for payment of Wessex Water bills for the standpipe at the Rec, carried.</p> <table> <tr> <td>Aster Living – Office Security</td> <td>Direct Debit</td> <td>£30-94p</td> </tr> <tr> <td>WH Smith - Stationery</td> <td>Debit Visa</td> <td>£5-98p</td> </tr> <tr> <td>Screwfix – Handles for flower troughs</td> <td>Debit Visa</td> <td>£11-96p</td> </tr> <tr> <td>Rob Beale Ltd – Temporary Toilets F of T</td> <td>Paid 20/05/15</td> <td>£354-00p</td> </tr> <tr> <td>Wiltshire Council – non-domestic rates Office</td> <td></td> <td>£264-00p</td> </tr> <tr> <td>Wiltshire Council – non-domestic rates car park</td> <td></td> <td>£442-00p</td> </tr> <tr> <td>Net Salaries & expenses</td> <td></td> <td>£2560-88p</td> </tr> <tr> <td>Caretaker - Play area</td> <td>S/O</td> <td>£367-48p</td> </tr> <tr> <td>WALC – Subscription</td> <td></td> <td>£916-58p</td> </tr> <tr> <td>Beechfields Toilet Cleaning Contract</td> <td></td> <td>£733.65p</td> </tr> <tr> <td>Virgin Media Business – Telephone/Broadband</td> <td></td> <td>£82-86p</td> </tr> <tr> <td>Shaw & Sons – Seal press</td> <td></td> <td>£152-88p</td> </tr> <tr> <td>Shaw & Sons – Scrolls x 6</td> <td></td> <td>£1008-00p</td> </tr> <tr> <td>Rob Beale Ltd – Temporary toilets for Fete</td> <td></td> <td>£288-00p</td> </tr> <tr> <td>S D Playground Services – ¼ inspection play equipment</td> <td></td> <td>£94-51p</td> </tr> <tr> <td>S. Water -1/2year charges for office</td> <td></td> <td>£37-08p</td> </tr> <tr> <td>Viking Direct – Stationery/laminator</td> <td></td> <td>£97-15p</td> </tr> <tr> <td>WALC – Clerk Training</td> <td></td> <td>£54-00p</td> </tr> <tr> <td>Memorial Hall – Hire Fee</td> <td></td> <td>£70-00p</td> </tr> <tr> <td>Wiltshire Waste – Exchange skip</td> <td></td> <td>£222-30p</td> </tr> <tr> <td>S. Water – 1/2yearly charge for toilets</td> <td></td> <td>£276-02p</td> </tr> <tr> <td>Wilko- Trees for troughs</td> <td>Debit Visa</td> <td>£14-00p</td> </tr> <tr> <td>Homebase – plants for troughs</td> <td>Debit Visa</td> <td>£38-23p</td> </tr> <tr> <td>Post Office – Stamps</td> <td>Debit Visa</td> <td>£15-12p</td> </tr> <tr> <td>CrystalNet – SonicWall Renewal</td> <td></td> <td>£192-24p</td> </tr> <tr> <td>Taits Printers – leaflets/maps</td> <td></td> <td>£186-00p</td> </tr> <tr> <td>Accounting Solutions – Year End accounts</td> <td></td> <td>£731-76p</td> </tr> <tr> <td>Critical Care Medical Services – First Aid at Fete</td> <td></td> <td>£50-00p</td> </tr> <tr> <td>Memorial Hall – Hire Fee for Freedom lunch</td> <td></td> <td>£70-00p</td> </tr> <tr> <td>Manaraefan Herrod – Vikings fee for Fete</td> <td></td> <td>£250-00p</td> </tr> </table>	Aster Living – Office Security	Direct Debit	£30-94p	WH Smith - Stationery	Debit Visa	£5-98p	Screwfix – Handles for flower troughs	Debit Visa	£11-96p	Rob Beale Ltd – Temporary Toilets F of T	Paid 20/05/15	£354-00p	Wiltshire Council – non-domestic rates Office		£264-00p	Wiltshire Council – non-domestic rates car park		£442-00p	Net Salaries & expenses		£2560-88p	Caretaker - Play area	S/O	£367-48p	WALC – Subscription		£916-58p	Beechfields Toilet Cleaning Contract		£733.65p	Virgin Media Business – Telephone/Broadband		£82-86p	Shaw & Sons – Seal press		£152-88p	Shaw & Sons – Scrolls x 6		£1008-00p	Rob Beale Ltd – Temporary toilets for Fete		£288-00p	S D Playground Services – ¼ inspection play equipment		£94-51p	S. Water -1/2year charges for office		£37-08p	Viking Direct – Stationery/laminator		£97-15p	WALC – Clerk Training		£54-00p	Memorial Hall – Hire Fee		£70-00p	Wiltshire Waste – Exchange skip		£222-30p	S. Water – 1/2yearly charge for toilets		£276-02p	Wilko- Trees for troughs	Debit Visa	£14-00p	Homebase – plants for troughs	Debit Visa	£38-23p	Post Office – Stamps	Debit Visa	£15-12p	CrystalNet – SonicWall Renewal		£192-24p	Taits Printers – leaflets/maps		£186-00p	Accounting Solutions – Year End accounts		£731-76p	Critical Care Medical Services – First Aid at Fete		£50-00p	Memorial Hall – Hire Fee for Freedom lunch		£70-00p	Manaraefan Herrod – Vikings fee for Fete		£250-00p	
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6/15	<p>6. Town Council – Lapel Badge – A suggestion that lapel badge with crest should be investigated, a sample from one firm was circulated, more</p>																																																																																											

	investigation necessary, remit to next meeting.	Clerk
7/15	7. Website – investigations still ongoing, Cllr Pickernell will send the clerk details of a web designer.	Cllr Pickernell
8/15	8. Section 137 – Donations a) The Sunset Club has requested financial help towards the cost of their Christmas dinner. Cllr Pickernell proposed a donation of £350-00p, seconded by Cllr White, carried. b) The Bobby Van Trust has requested continued financial support for their vital work. In the last 12 months 10 homes in Ludgershall have been visited. Cllr White proposed a donation of £100-00p, seconded by Cllr Pickernell, carried. c) PCC of St James has requested a grant towards the cost of churchyard maintenance to keep it a welcoming, peaceful space for use by the people of the Town. Cllr White proposed a donation of £650-00p, seconded by Cllr Dixon, carried. d) Wellington Academy are running an annual summer festival in July 2015 and then being an annual event, with a mix of activities for pupils and their parents this is an extra-curricular activity not part of the academy’s core remit. Cllr Dance proposed a donation of £500-00p towards a stage and lighting costs, seconded by Cllr Pickernell but the clerk to explain this would be the only amount awarded to Wellington during this financial year 2015/2016, carried.	
9/15	9. Grant Application Template – A template for grant applications was circulated, it was agreed Ludgershall needed to adopt a suitable version to send to voluntary organisations to complete then information received about the club/charity would be the same. A draft form to be submitted to full Town Council.	Clerk.
10/15	10. Recreation Ground Energy Plan – Confirmation received of our new fixed rate contract prices: - 22.780 p/day standing charge & 10.956 p/kWh unit charge.	
11/15	11. Correspondence a) NALC Legal Briefing on Co-option for information.	
12/15	12. Committee Reports <i>Allotment, Cemetery & Car Park</i> – ½ yearly water charges is nearly double at Bell Street over Dewey’s Lane due to the fact that tenants turn the water on during the winter months. The clerk to investigate having a lock fitted to the meter. Cemetery – a quote from Will Case to purchase 12 x 18” oak grave makers and engraved plates costing £270-97p + VAT. <i>Recreation, Leisure & Environment</i> – A new Keep Dogs on Leads to be purchased and works order to be issued for priority 4 work listed on ¼ inspection sheet regarding play equipment. <i>Civic Event</i> – Coconut shy and fresh coconuts to be ordered costing £25-00p & £50-00p respectively. First Aid cover for the Fete will cost £50-00p and details of payment for transit van to be sent 7 days in advance to Abacus. The sponsor money from Poppies Day Care Nursery received so payment to The Vikings will be made on the day of Fete. <i>Freedom of the Town</i> – Two marquee cancelled due to good weather forecast	

	saving Approximately £500-00p, the scrolls have been received and an invoice will be sent to 26 Engineer Regt for the 3 extra they requested. The planted wooden flower troughs will be auctioned at the Fete.	
13/15	13. <u>Any Other Business</u> – nothing to report.	
	There being no further business to discuss the meeting closed at 8-45pm	

Date of next meeting Wednesday 24th June 2015.

Signed.....Date.....